



ACCOUNTANT

The Women's Center is seeking an experienced and motivated Accounting Professional to join our team! We believe our success is attributed to our dedicated staff. Since 1979 we have served the Tarrant County community through our mission to inspire and empower women, men and children to overcome violence, crisis and poverty.

The **Accountant** position is benefit-eligible, 30-hours per week, weekdays between the hours of 7:00 AM and 3:00 PM.

Responsibilities include:

- Prepare and examine accounting records, financial statements, taxes, and other financial reports
- Reconcile and analyze ledgers for financial reporting and budgets
- Perform internal audits, ensuring adherence to standard requirements
- Prepare and file tax returns for Payroll including 941 and W-2, PCORI, ERISA, Unemployment, 1099 Vendors
- Prepare and ensure accuracy for inventory, depreciation, amortization and cost of goods

Qualifications:

- BA in Accounting or Business Administration with one year of accounting experience
- 5+ years accounting experience may be substituted for degree, with completion of at least 12 university accounting hours
- Nonprofit accounting experience preferred
- Fundamental knowledge of GAAP
- Exceptional MS Excel skills
- Detail and deadline-oriented
- Strong analytical and problem solving skills

Email current resume, cover letter and salary requirements to:

Cathy Phelps, SPHR, SHRM-SCP, Vice President, CFO

cphelps@womenscentertc.org

SUBJECT LINE: Accountant